DEPARTMENT OF HEALTH SERVICES

714/744 P STREET P.O. BOX 942732 SACRAMENTO, CA 94234-7320 (916) 327-5425



April 27, 2000

TO: Prospective Applicants

SUBJECT: REQUEST FOR APPLICATION (RFA) # TCS-00-102

TOBACCO CONTROL THROUGH THE ARTS

ADDENDUM NO. 1

On March 31, 2000, the California Department of Health Services, Tobacco Control Section (CDHS/TCS) released RFA # TCS-00-102 entitled "Tobacco Control Through the Arts." Since the release of the RFA, some changes were made and now need to be incorporated into your copy of the RFA.

Listed below are the replacement pages for your copy of the RFA. Please discard the original pages and insert the replacement pages. The shaded area indicates the changes; however, there is no shading on the updated forms.

<u>Page Number</u>	
12	Funding Objectives, Who/What Will Not Be Funded
20	Eligibility Requirements, Items 2 and 5
34	Instructions for Completing Scope of Work, Part I
38	Instructions for Completing Scope of Work, Part II
49	Budget Justification Instructions, Subcontracts and
	Consultants
53	Additional Required Forms
60	Drug-Free Workplace Certification, Attachment 6 (changes
	are not shaded)
63	Certification of Non-Acceptance of Tobacco Funds,
	Attachment 8 (changes are not shaded)

We apologize for any inconvenience that these changes may cause.

In addition to the above, CDHS/TCS is making available on the website (www.dhs.ca.gov/tobacco) the following supplemental materials:

 Lists of Local Lead Agencies (LLAs), Regional Community Linkages, and Competitive Grantees (which includes the four statewide ethnic networks) so prospective applicants can contact local tobacco control experts in their area. Prospective Applicants Page 2 April 27, 2000

> 2) Handouts from the Application Workshops which include "A Model for Change: The California Experience in Tobacco Control" and "Tips for Writing Outcome Objectives."

Also available at the Application Workshops was "Tobacco Biology and Politics" which can now be obtained by calling 1-800-299-3366, ext. 295. As introduced at the Application Workshops, Mr. Paul Minicucci is available to provide limited technical assistance. Mr. Minicucci can be contacted at (916) 554-0390 or by e-mail at PMinicucci@tobaccofreealliance.org.

Should you have any questions regarding this addendum, please contact Catherine Medina, Contract Manager, TCS, at (916) 445-2552. This addendum will also appear online at the CDHS/TCS website.

Original Signed By Dileep G. Bal, M.D.

Dileep G. Bal, M.D., Chief Cancer Control Branch

cc: Local Lead Agencies
Regional Community Linkage Projects
Ethnic Networks

Competitive Grantees California Arts Council

- Exhibits of artwork and performances developed and/or performed <u>primarily</u> by children or high school students. However, ancillary workshops, activities and lectures may involve children and high school students;
- Organizational or infrastructure support;
- Programs not accessible to the public;
- Art therapy;
- Avocational activities;
- Projects with religious or sectarian purposes;
- Elementary or secondary schools and school districts;
- Organizations or activities that are part of the curricula base of schools, colleges, or universities;
- Indirect costs of schools, community colleges, colleges, or universities;
- Trust or endowment funds;
- Purchase of vehicles, land, buildings, or construction (capital outlay or expenditures);
- Exhibits or performances traveling outside of California;
- Hospitality or food costs; and
- Expenses incurred before the starting or after the ending date of the contract.

V. ELIGIBILITY REQUIREMENTS

All applications will be reviewed for compliance with the requirements outlined in this section. Failure to meet any of these requirements will disgualify the applicant agency.

- 1. California public or private non-profit organizations are eligible to apply for these funds. In addition, municipal or county arts agencies designated by local government to serve community cultural needs may also apply. For applicants claiming private non-profit status, either certification from the State of California, Office of Secretary of State or a letter from the Department of the Treasury, Internal Revenue Service classifying the applicant agency as a private non-profit must be included with the submission of the application. Samples of both the certification and letter are provided in Appendices A and B.
- 2. State of California agencies, other than state universities and colleges or state museums and parks, are not eligible for these funds.
- 3. Organizations applying for funds must demonstrate consistent arts, science, or cultural education programming in California for at least five years prior to the time of application.
- 4. Documentation of incoming funds of at least \$250,000 for the last completed FY (July 1, 1998 June 30, 1999) is required at the time of application (Attachment 9).
- 5. Any agency, with the exception of universities and colleges, that receives funding from, or has an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company before or during the time period term of the grant, is not eligible for funding under this RFA. and Agency certification to this effect is required to certify non-acceptance of the above on Attachment 8. See Appendix C for a partial list of tobacco company subsidiaries.

With regard to universities and colleges, any Principal Investigator who currently, or within the last five years from the date start date of this RFA the grant period, or during the term of the grant, receives funding from, or has an affiliation or contractual relationship with a tobacco company before or during the time period of the grant, any of its subsidiaries or parent company, is not eligible for funding under this RFA. Further, tThe Principal Investigator's certification to this effect is required to certify non-acceptance of the above and during the time period of the grant, on Attachment 8. See Appendix C for a partial list of tobacco company subsidiaries.

- 6. Consortiums or collaborative proposals among museums, local arts agencies, community-based organizations, and/or non-profit agencies may apply under the following conditions:
 - a. The organizations have similar missions;
 - b. One organization is designated to take the lead on the application implementation; and
 - c. One organization is designated as the fiscal agent.

- a. There are two parts to the Scope of Work. Part I describes the specific steps and timeline of the project in an outline format. Part II provides a list of the project deliverables. A complete format is available online at the CDHS/TCS website: www.dhs.ca.gov/tobacco.
- b. The seven column Scope of Work format <u>must</u> be used by all grantees to ensure consistency for review purposes by CDHS/TCS staff and reviewers. Plans presented using a format other than that described below will NOT be reviewed.
- c. Carefully follow the Scope of Work requirements and preferences for funding. Provide all the required information and the detail necessary to make the proposed project clear. Applicants must provide all the required information as detailed in the instructions provided in this document.
- d. The Scope of Work provides the basis for grant negotiations and, along with the Budget, becomes a legally binding document. The Scope of Work is referenced in the grant and is the "road map" that provides the direction, activities, and expected outcomes of the project. The approved Scope of Work and any subsequent revision is incorporated and made part of the grant. The Scope of Work can only be changed with prior approval from CDHS/TCS.
- e. The Budget and Budget Justification should closely correspond to the Scope of Work activities, deliverables, and timelines. For example, if production of a print or radio ad is described in the Scope of Work, funds should be budgeted for creative development, production, and placement of the ad. If promotional items are to be distributed to program participants these should be listed in the Scope of Work and Budget.

2. Instructions for Completing Scope of Work, Part I

f. Complete the Scope of Work, Part I using the following instructions. See Attachment 4 for a blank form and Appendices E and F for instructions, and overview tips for writing objectives. A complete format is available online at the CDHS/TCS website: www.dhs.ca.gov/tobacco.

a. Header Information

Header information must be included for every page. Include your agency name and project name. The term of the contract is January 1, 2001 to December 31, 2002. The revision date is the date the plan is submitted to CDHS/TCS (e.g., June 28, 2000). Leave the grant number and Progress Report Period blank.

b. Column #1: Objectives/Activities/Evaluation

 Objectives – Writing objectives may require a substantial amount of time and thought before the objectives are narrowed down to capture precisely what you want to accomplish. Keep in mind that if someone outside your

d. Column #3: Who is Responsible

Indicate who is responsible for each activity. This may include program staff (indicate **specific position**, such as Project Director or Marketing Specialist, volunteers, consultants, or subcontractors. You may abbreviate position titles (e.g., PD for Project Director)). Provide a key to identify position titles if using acronyms. Do not include agencies/individuals that are not within your control (e.g., schools, etc.).

e. Column #4: Tracking Measures

List the items that are used to document and verify that activities are completed. These measures may range from exhibit announcements, sign-in sheets, meeting logs, press releases, clippings, agendas, and meeting minutes, to more complex measures such as, focus group findings, survey instruments and results, message development processes, audience demographics, audience reaction, media coverage, and organizational collaborations and relationships. Very simply, these measures verify that the activity occurred and provide supporting documentation for the progress report.

f. Column #5-7: For Progress Report Use Only

These columns should be left blank. They are used only for completing progress reports.

3. Instructions for Completing Scope of Work, Part II

g. Complete the Scope of Work, Part II using the following instructions. (See Attachment 5 for a blank form). A complete format is available online at the CDHS/TCS website: www.dhs.ca.gov/tobacco.

a. Header Information

Complete the header as you did for the Scope of Work Part I. Number the pages of the Scope of Work, Part II as a continuation of the last page in the Scope of Work Part I. For example, if the last page of the Scope of Work, Part I is 10 of 13, the first page of the Scope of Work, Part II should be 11 of 13.

b. Column #1: Summary List of Major Program Deliverables

Scope of Work, Part II is to concisely summarize and quantify the deliverables in Scope of Work, Part I. In general, the term "deliverables" refers to products and services developed or conducted under the contract. In addition, deliverables may include activities and materials such as exhibits, performances, lectures, workshops, collateral materials, educational materials developed, assessments, surveys and focus groups conducted, articles written, PSA's, paid radio, TV ads, etc. Briefly restate each objective and underneath the objective, list the major deliverables in their order of appearance in the Scope of Work, Part I. The deliverables should be listed in sequential order (i.e., 1, 2, 3, etc.) by objective, as they appear in

present your developed art project. Include the cost of transportation and shipping of materials in your estimate.

f. Subcontracts and Consultants

Subcontracts and Consultants include both subcontractor agreements and consultant agreements. CDHS/TCS must review and approve **any** agreement costing \$5,000 or more.

A subcontractor is an individual or organization who performs a specialized task that is directly related to providing project services. Typical services provided by a subcontractor are: conducting local surveys of theaters, museums or galleries, developing anti-tobacco use education materials, coordinating large anti-tobacco use education events, etc. The use of subcontractors must be clearly defined in the Scope of Work.

A consultant is an individual whose level or area of expertise relating to the target population project activities extends beyond that possessed by the applicant's project staff. Typical services provided by a consultant are advice on programmatic issues such as group facilitation, in-service training, program design and development, etc. Consultants are to be used only for activities directly related to the tobacco education and prevention program. The use of consultants must be clearly defined in the Scope of Work.

The rate paid to a consultant should be commensurate with his/her level of training, expertise, and national recognition. Every effort should be made to negotiate the lowest possible rate.

Salaries paid to a subcontractor or consultant shall not exceed those paid to State personnel for similar positions/classifications. Refer to Appendix J, Comparable State Civil Service Classifications.

List each subcontractor and consultant and provide the budgeted amount, contract term, and description of services for each.

g. Other Costs

1) Educational Materials:

This line item includes the purchase of brochures, pamphlets, posters, curriculum, training guides, videos, slides, flip charts, CD-ROMs, etc., necessary for program activities. Refer to Policy Section, Chapter 300 on the CDHS/TCS website: www.dhs.ca.gov/tobacco, for more information on educational materials.

I. Additional Required Forms

The following additional documents require Completion/Signature by the person authorized to bind the application agency.

- Drug Free Workplace Certification
- Agency Documentation Requirements
- Certification of Non-Acceptance of Tobacco Funds
- This form must be completed following the instructions on the form.
- Current and Anticipated Incoming Funds
- Proof of Non-Profit Status

Note: California public or private nonprofit organizations are eligible to apply for funds. For those applicants claiming private nonprofit status, a certification from the State of California, Office of Secretary of State, or a letter from the Department of the Treasury, IRS classifying the applicant as a private nonprofit must be included with the application (See Sample Form, Appendices A and B).

STATE OF CALIFORNIA DRUG-FREE WORKPLACE CERTIFICATION

STD.21 (NEW 11-90)

COMPANY/ORGANIZATION NAME

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

- 1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- 2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
- 3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME			
DATE EXECUTED	EXECUTED IN THE COUNTY OF		
CONTRACTOR OR GRANT RECIPIENT SIGNATURE			
TITLE			
FEDERAL I.D. NUMBER			

Company/Organization Name Please check one of the following: The applicant named above hereby certifies that it will not accept funding from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the grant from the California Department of Health Services, Tobacco Control Section. University/Colleges Only The Principal Investigator of the university or college named above hereby certifies that he/she has not received funding from nor had an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company within the last five (5) years prior to the start date of the grant period. In addition, the Principal Investigator of the university or college named above hereby certifies that he/she will not accept funding from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries or parent company during the term of the grant from the California Department of Health Services, Tobacco Control Section. CERTIFICATION I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California. Director of Agency or Principal Investigator: Signature Print Name and Title Date

CERTIFICATION OF NON-ACCEPTANCE OF TOBACCO FUNDS